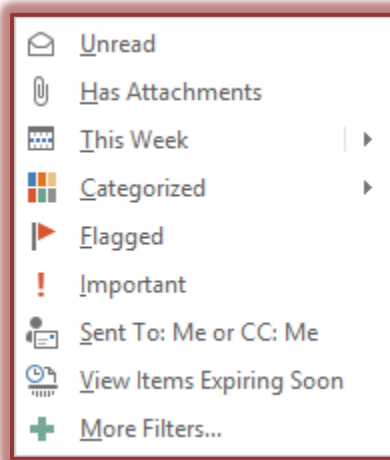
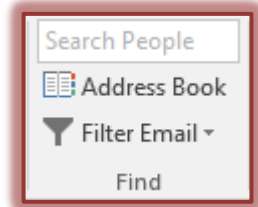


FILTER MESSAGES

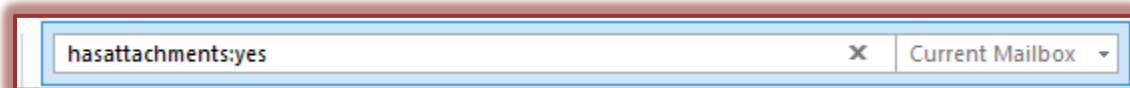
It is possible to filter messages that meet common criteria. This will help to identify a specific collection of messages.

Filter Messages

- ✦ Click the **Home Tab**.
- ✦ In the **Find Group**, click the **Filter E-mail** button.
- ✦ The **Filter E-mail** list will expand.
- ✦ Select one of the options from this list.



- ✦ The specified filter will be added to the **Search** box at the top of the **Message List**.



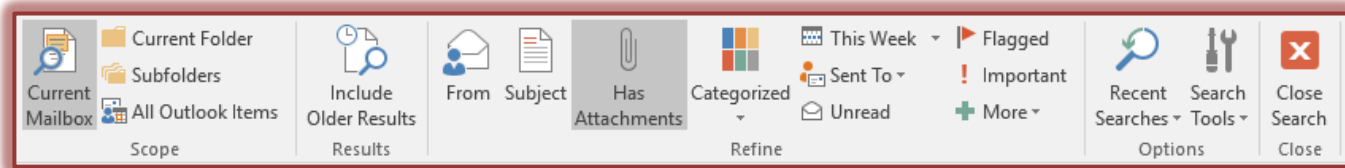
- ✦ The **Inbox** will filter to display the message meeting the specified filter.
- ✦ On the **Search Tab** in the **Close Group** click the **Close Search** button.
 - ✦ The **Filter** will be removed.
 - ✦ The **Inbox** will return to the previous arrangement.
- ✦ The **Filter** options are described below.
 - ✦ **Unread** - This option is used to filter messages in the Inbox that are marked as unread.
 - ✦ **Has Attachments** - This filter will only show items that have an attachment.
 - ✦ **This Week** -.This option allows you to filter a message by **Today**, **Yesterday**, **This Week**, **Last Week**, **This Month**, **Last Month**, **This Year**, or **Last Year**.
 - ✦ **Categorized** -.To filter by a particular category, select this option. A list of categories will display when the mouse pointer is moved over the Categorized option.
 - ✦ **Flagged** -.This option allows you to filter the messages to display only those that are flagged.
 - ✦ **Important** - This option is used to filter only those messages that are marked with **High Importance**.
 - ✦ **Sent To: Me or CC: Me** - This filter will display messages that have your name in the To or CC line of the mail message.
 - ✦ **View Items Expiring Soon** - If the items have an expiration date, this option will show just those items.



- ✦ **More Filters** – This option will display the **Search Tools: Search** ribbon. Click the items on the ribbon to filter by those criteria.

Search Tools: Search Ribbon

The table below provides a list of the groups and buttons on the **Search Tools: Search** ribbon. A description of each button is also provided.



Group/Button	Description
Scope Group	
Current Mailbox	To expand the search to include all mail folders, click this button.
Current Folder	Click this button to restrict the search to just the current folder.
All Subfolders	Use this button to expand the search to all subfolders of the current folder.
All Outlook Items	When this option is selected, the search will be expanded to include all Outlook Items, including Contacts, Calendar, and Tasks.
Results Group	
Include Older Results	If you don't want to limit the number of the results for the search, choose this option. If this option is chosen, the search might take longer.
Refine Group	
From	Use this option to filter only those messages from a specific person.
Subject	To filter the messages based on a specific subject, use this option.
Has Attachments	This filter will only show items that have an attachment.
Categorized	To filter by a particular category, select this option. A list of categories will display when this button is clicked.
This Week	This option allows you to filter a message by Today, Yesterday, This Week, Last Week, This Month, Last Month, This Year, or Last Year.
Sent To	This filter will display messages that have your name in the To or CC line of the mail message.
Unread	Click this button to apply the filter to messages in the Inbox that are marked as unread.
Flagged	This option allows you to filter the messages to display only those that are flagged.
Important	This option is used to filter only those messages that are marked with High Importance.

Group/Button	Description
More	When this option is chosen, messages will be filtered based on more advanced criteria such as information on the CC line or the Subject line in a Calendar item. When the button is clicked a list of search criteria will display.
Options Group	
Recent Searches	Click this button to reuse a recent search. A list of the recent searches will appear. Click the search to apply the filter.
Search Tools	This button is used to check the indexing status of your Outlook items, select which data files to search, or access other search options.
Close Group	
Close Search	To close the current search, click this button.